



MAJOR GIFTS & PLANNED GIVING OFFICER

THE ROLE: As the Development Officer for Major Gifts and Planned Giving you will lead strategic, data-driven efforts in major donor and planned giving cultivation and solicitation. This role focuses on building strategic relationships with high net-worth individuals and maintaining relationships with current major donors. You'll develop personalized stewardship plans for donors and ensure their long-term engagement and support for CTM. This position operates in partnership with the Development Team and Executive Director to shape the overall strategy for fundraising across all channels at CTM.

THE COMPANY: Children's Theater of Madison (CTM), is dedicated to sparking imagination and building community through the creation and experience of theater. For over 58 years, CTM has been part of the cultural fabric of South-Central Wisconsin, providing exceptional theater productions and educational programs for youth and families. Inclusion is a core value at CTM, and creating an inclusive workplace and work culture is essential. To learn more about us, click [HERE](#).

WHAT YOU'LL BE DOING:

- Lead major donor cultivation and solicitation efforts using data-driven strategies.
- Develop and manage a portfolio of high-net-worth prospects and current major donors.
- Build and maintain relationships with planned giving prospects.
- Create personalized stewardship plans to ensure continued donor engagement.
- Oversee planned giving programs, including bequests and other legacy gifts.
- Collaborate with the fundraising team to integrate major gifts and planned giving into the overall fundraising strategy.
- Prepare reports and analyses on major gifts and planned giving activities.
- Analyze fundraising data and make recommendations to develop strategic goals.

WHO WE ARE LOOKING FOR:

- Bachelor's degree in a related field (e.g., nonprofit management, communications, business..)
- Minimum of 2 years of experience in major gifts fundraising, planned giving, or a related field.
- Proven track record of successfully securing major gifts
- Strong interpersonal and relationship-building skills.
- Excellent communication and presentation skills.
- Ability to analyze data and develop strategic plans.
- Knowledge of fundraising software and donor databases; experience with Tessitura Network a plus.

WHEN AND WHERE WILL YOU WORK? This role typically works Monday through Friday with a varying schedule during the run of performances and events, including nights and weekends. It has on-site work requirements and occasional work-from-home options. Work sites include Madison Youth Arts Center (MYArts) and the Overture Center. There is bicycle parking onsite; numerous nearby bus routes; street and

garage parking. This role can be physically active at times and should be capable of lifting up to 25 lbs. Reasonable accommodations may be made.

WHAT YOU WILL RECEIVE: This is a full-time, salaried, non-exempt position, \$55-60,000 annually. Your benefits include employer-paid medical, dental, and vision insurance, retirement saving options, paid floating holidays, vacation, sick, and personal leave. Plus, you'll work with a great team of creative people!

TIMELINE / APPLICATION PROCESS:

- Applications will be reviewed as they are received
- For best consideration, apply by August 15, 2024; interviews will begin August
- We hope to have the position filled by early Fall

HOW TO APPLY: Send the following to Allen Ebert, Executive Director at employment@ctmtheater.org with the subject line "Major Gifts and Planned Giving Officer".

- Work Experience or Resume that reflects your qualifications for this position
- A letter of interest or video describing your experience as it relates to this position, and what excites you about the opportunity.

Children's Theater of Madison is proud to be an equal opportunity employer.